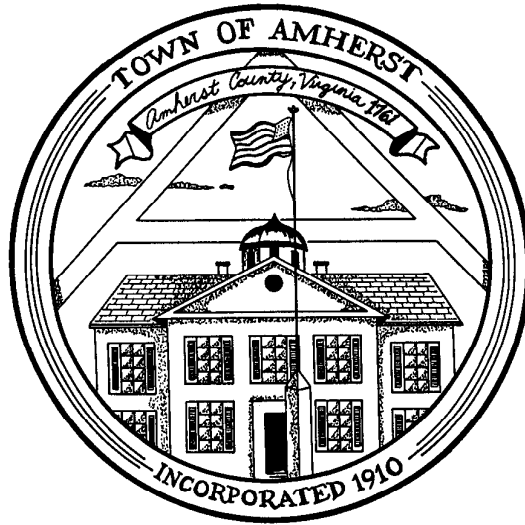


FY11 Town of Amherst Budget Proposal



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TOWN OF AMHERST

P.O. Box 280 186 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

MEMO

DA: March 30, 2011
TO: Town Council
FR: Jack Hobbs, Town Manager
RE: FY 11 Town of Amherst Budget and Work Plan Proposal

As per Town tradition and required by the Town Code, attached to this memorandum is the proposed budget ordinance and supporting materials for the Town of Amherst's fiscal year beginning on July 1, 2010 and ending on June 30, 2011. High points include:

- Continuation of the water and sewer rate increase program to (a) make up for lower volume (and lower dollar) sales, (b) make up for other lost or declining revenue streams, (c) keep pace with ever increasing operating costs and (d) build up funds to enable the Town to continue replacing its aging infrastructure. Note that the proposal will extend the previously approved rate increase program into FY13.
- No construction projects due to the fact that engineering is not complete on any project (except for the water plant chemical feed project) and the general lack of utility funds. I expect the planning effort to overhaul and update the Town's capital improvement plan will continue with the fiscal planning project and the previously approved water and sewer PER projects.
- Wrapping up the Town's centennial anniversary celebration.
- No changes to pay levels.
- Cleaning up the billing policy to reflect current and proposed rates.

General Fund

Despite the national and local economic downturn, the Town's General Fund is holding its own. The proposed General Fund budget is for the most part a "maintenance budget" since there are no significant changes proposed in staffing levels or program initiatives except for lower part-time personnel costs in the utility operations which reflects anticipated lower water production rates and no construction to inspect.

All "donation" accounts remain at level funding, including the third and last year of the Amherst Volunteer Fire Department's 2008 request that the Town help fund it's new fire truck over three years and the one-time centennial budget that will extend into FY11.

Water and Sewer Funds

You are aware that my practice has been to estimate utility revenue based on the customer base and actual gallon sales from the prior calendar year. The Town sold 4.6% fewer gallons of water in CY09

Respecting the past. Attending the present. Concentrating on the future.

than it did in CY08. The decline has been previously explained by the droughts, water saving measures instituted by users, the current economic situation and much lower use of water by high volume/high rate customers. It is unlikely that the Town will sell appreciably more water in FY11 than it did in CY09.

The Town “sold” 5.2% fewer gallons of sewer service in CY09 than it did in CY08. Changes in sewer usage can also be linked to the drought restrictions and the economy.

The Council will note that even if the proposed water and sewer user fee increases are approved, there will still not be enough funds available to appropriately fund a line replacement program that would keep up with the needs of the Town’s aging water and sewer systems. I have proposed pushing the rate increase program ahead another year to keep working toward closing this gap.

As suggested by the financial consultant, a more thorough study of the “overhead” allocation to the water and sewer funds was completed and this caused an increase in the “administrative fees” – the mechanism whereby the utility funds compensate the General Fund for personnel and other expenses.

Capital Improvement Program

The Council is aware that the Town’s capital improvement planning effort could be greatly improved. This is complicated by the lack of available funding, the strong desire to maintain the Town’s bank balance and the reluctance to incur debt at this time. The capital improvement planning effort will continue with the financial planning study and the water and sewer PER projects.

Personnel

No direct adjustments to full-time staff are proposed. In other words, there is no hiring freeze, no layoffs, no furloughs, no new positions, and no cost of living adjustments, but there is an adjustment to the health insurance cost per the Town’s longstanding policy of paying 100% of the employee-only portion and new estimates of man-hours required for the part-time employees. Retirement plan costs increased dramatically as a result of the stock market crash. The pay plan proposed is the same as the one adopted for FY10.

Budget Adoption Process

Milestones on this year’s budget calendar are the required budget hearing, which is scheduled for the May 12 Council meeting, and adoption, which is scheduled for the June 9 meeting. Of course, the Council has the discretion to alter this schedule as necessary.

I look forward to working with the Council to complete this year’s budget process. Please let me know if you have any questions or concerns or want to discuss this or any other potential proposal.

PUBLIC NOTICE

Notice is hereby given by the Amherst Town Council that a public hearing on the proposed fiscal year 2010/2011 Town of Amherst budget will be held on May 12, 2010, at 7:00 PM in the Town Hall, 186 South Main Street, Amherst, VA. A synopsis is as follows:

	<u>Sources of funds</u>	<u>Uses of Funds</u>
General Fund	\$1,615,853	\$1,615,853
Water Fund	796,777	796,777
Sewer Fund	677,724	677,724
Capital Improvement Plan	1,861,328	1,861,328

The proposed budget includes increases to the water and sewer rates for in-town residential users over the next three fiscal years to the following levels:

	Monthly Residential Base Charge	Monthly Residential Debt Repayment Charge	Use Charge/ 1,000 gallons
<u>Water</u>			
FY10/11	\$6.00	\$4.00	\$3.50
FY11/12	\$6.00	\$4.00	\$4.00
FY12/13	\$7.00	\$4.00	\$4.50
<u>Sewer</u>			
FY10/11	\$18.00		\$3.00
FY11/12	\$20.00		\$3.00
FY12/13	\$20.00		\$4.00

Commercial and out-of-town rates would also increase according to previously established Town policies.

All other rates and charges would remain unchanged under the proposal.

A proposed ordinance that would effect the FY10/11 budget along with supporting information is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF AMHERST, VIRGINIA:

A. GENERAL FUND REVENUE

That for the support of the Town Government and its General Fund for the tax year beginning on January 1, 2010, all taxes, fees, charges, and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein. Revenue projections detailed in **Attachment A** are hereby accepted as the revenue portion of the FY 11 Town of Amherst General Fund budget.

B. GENERAL FUND EXPENSE

That there is appropriated from the funds and resources of the Town of Amherst General Fund the aggregate amounts listed in **Attachment B**, or so much thereof as may be necessary, subject to conditions set forth by law or policy, for the various designated purposes as set out therein. **Attachment B**, which describes proposed expenditures for the Town's various department units, is hereby accepted as the expense portion of the FY 11 Town of Amherst General Fund budget.

C. UTILITY FUNDS

That the amounts listed in **Attachment C** are hereby accepted as the FY 11 revenue and expense budgets for the Water and Sewer Funds, and, as such, the aggregate of said monies are hereby appropriated, or so much thereof as may be necessary, subject to conditions set forth by law or policy, for the various designated purposes as set out therein.

D. CAPITAL IMPROVEMENT PLAN

That the schedule of funds available, preliminary cost estimates, and timetables contained in **Attachment D** are hereby accepted. As such, **Attachment D** shall be considered the FY 11 Capital Improvement Plan for the respective General, Water and Sewer Funds. No monies shall be expended on projects or activities shown on the individual capital improvement plans shall be expended without additional specific approval by the Town Council.

E. PERSONNEL

The Pay Plan contained in **Attachment E** is hereby adopted.

G. RATES & CHARGES

That the schedules of rates and charges contained in **Attachments F** and **G** are hereby adopted and/or continued as defined herein and by the Town Code.

H. PRIORITIES

That the following are hereby identified and adopted as the Town of Amherst's priority initiatives for FY11:

1. Develop an updated and more detailed capital improvement plan, and
2. Complete the appropriate celebration of the Town's centennial anniversary.

I. CONDITIONS

That all appropriations are declared to be maximum and conditional, the purpose being to make the appropriations payable in full in the aggregate amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this Ordinance, the Town Charter, Town Code, and Purchasing Policy and all administrative rules and regulations.

This Ordinance was passed by a vote of the Amherst Town Council on the 9th of June, 2010, and shall become effective on July 1, 2010.

Mayor

Attest: _____
Clerk of Council

		2009	2010	2010 YTD-	2010	2011	\$ Change	% Change
		Actual	Budget	2/28/10	Projected	Proposed		
General Fund Revenues								Attachment A
3010.0000	REAL ESTATE TAXES	66,948	64,000	61,187	65,000	63,000	(1,000)	-1.6%
3020.0000	PERSONAL PROPERTY TAXES	24,960	27,000	25,837	27,000	27,000	-	0.0%
3020.1000	P.P. TAX RELIEF-FROM STATE	17,456	17,456	17,456	17,456	17,456	-	0.0%
3021.0000	PRIOR YEAR-TAXES			3			-	
3025.0000	DMV STOP REMOVAL FEES COLLECTED		200				(200)	-100.0%
3030.0000	CONSUMER UTIL TAX - ELECT		25,000	16,465	24,700	24,200	(800)	-3.2%
3030.0010	ELECTRIC CONSUMPTION TAX		7,700	5,360	7,880	7,400	(300)	-3.9%
3030.0300	TELECOM TAX FROM STATE	143,805	112,000	69,267	100,563	92,515	(19,485)	-17.4%
3030.1100	CROWN COMMUNICATIONS LEASE	6,900	6,900	5,260	7,860	7,860	960	13.9%
3040.0000	MEALS & BEVERAGE TAX	225,355	210,000	147,315	210,000	197,000	(13,000)	-6.2%
3040.0100	LODGING TAX	5,922	6,000	3,875	5,470	5,500	(500)	-8.3%
3050.0000	PENALTIES - TAXES	2,200	3,000	3,213	4,200	3,500	500	16.7%
3060.0000	BUSINESS LICENSE TAXES	96,447	105,000	13,030	101,000	100,000	(5,000)	-4.8%
3070.0000	SALES TAX DISTRIBUTION	112,552	125,000	59,163	88,745	89,000	(36,000)	-28.8%
3080.0000	ROLLING STOCK	2,292	2,100	2,457	2,457	2,580	480	22.9%
3080.5000	UTILITY ACCT SET UP FEE		1,800	1,400	2,000	2,000	200	11.1%
3090.0000	INTEREST EARNED	119,824	40,000	42,558	44,000	33,000	(7,000)	-17.5%
3100.0000	VEHICLE LICENSE FEE	39,274	42,000	35,182	42,000	40,000	(2,000)	-4.8%
3110.0000	MISC REVENUE	51	1,500	7,814	1,550	1,500	-	0.0%
3110.1000	SALE OF FIXED ASSETS			100	100	-	-	
3130.0000	CAPITAL STOCK TAX - BANKS	48,019	37,000		44,454	40,000	3,000	8.1%
3150.0000	STATE POLICE AID	60,512	58,493	28,858	55,640	54,804	(3,689)	-6.3%
3160.0000	FINES REVENUE	19,260	15,000	20,123	20,000	15,000	-	0.0%
3160.0500	POLICE DONATIONS			100	100		-	
3160.0700	POLICE SECURITY FEES	4,882		3,336	4,000	300	300	
3160.0900	POLICE SIEZED PROPERTY			1,210			-	
3180.0000	GRANTS - FIRE DEPT	8,000	8,000	8,000	8,000	8,000	-	0.0%
3180.0010	GRANTS-STREETScape	262,234		269,882			-	
3180.0020	S. MAIN ST SIDEWALK			377			-	
3180.0030	GRANTS - VML SAFETY PROGRAMS	28,175		1,413	1,413	-	-	
3180.0110	POLICE GRANT REVENUE	4,277		493	5,751	2,500	2,500	
3190.0000	ADMIN FEE	560,000	560,000	373,333	560,000	660,000	100,000	17.9%
3210.0000	TRASH-CURBSIDE	86,945	82,962	55,027	82,500	82,500	(462)	-0.6%
3220.0000	TRASH-PENALTY		2,500	1,789	2,500	2,500	-	0.0%
3230.0000	TRASH-FRANCHISE		2,400	1,630	2,400	2,400	-	0.0%
3240.0000	IDA & ZONING APPLICATION FEES		1,000		-	200	(800)	-80.0%
3310.0000	TAX EXEMPT BOND FEES		22,816	23,078	23,078	22,459	(357)	-1.6%
3320.0000	BP RECOUPMENT REVENUE	23,046	11,546	11,679	11,679	11,679	133	1.2%
3340.0000	DOWNTOWN REVITALIZATION GRANT	1,814					-	
Total		1,971,150	1,598,373	1,317,268	1,573,496	1,615,853	17,480	1.1%

		2009 Actual	2010 Budget	2010 YTD- 2/28/10	2010 Projected	2011 Proposed	\$ Change	% Change
General Fund: Administration Expenses							Attachment B-1	
4001.0100	MAYOR & COUNCIL	1,300	1,300	650	1,300	1,300	-	0.0%
4001.0101	SALARIES & WAGES-FULL TIME	128,695	149,524	94,387	141,581	135,780	(13,744)	-9.2%
4001.0102	SALARIES & WAGES-OTHER					15,328	15,328	
4001.0103	PR TAXES		11,442	6,614	9,921	21,953	10,511	91.9%
4001.0104	INSURANCE - HEALTH(GROUP)		13,788	10,341	13,788	14,940	1,152	8.4%
4001.0105	RETIREMENT		18,127	11,722	18,127	22,838	4,712	26.0%
4001.0106	LIFE INS.	36,742		498				
Subtotal, Personnel		166,737	194,180	124,213	184,717	212,139	17,959	9.2%
4001.0109	EMPLOYEE ASSISTANCE PROG	800	1,200	800	800	1,200	-	0.0%
4001.0110	TOWN ATTORNEY	4,202	8,000	1,770	5,000	8,000	-	0.0%
4001.0111	OFFICE SUPPLIES/POSTAGE	25,811	18,000	13,135	20,400	18,000	-	0.0%
4001.0112	OFFICE EQUIPMENT EXPENSE	20,348	21,150	15,875	17,000	17,600	(3,550)	-16.8%
4001.0113	MISC EXPENSES	1,723	2,500	(45)	2,500	2,500	-	0.0%
4001.0114	CONTINGENCY RESERVE		37,254	6,768	30,000	61,927	24,673	66.2%
4001.0115	WEB SITE MAINTENANCE		1,000	460	700	1,000	-	0.0%
4001.0116	DEPRECIATION-GEN. GOV.	72,968	82,610	41,301	64,318	54,527	(28,083)	-34.0%
4001.0117	LANDSCAPE MAINTENANCE	12,679	8,100	4,024	8,050	9,000	900	11.1%
4001.0118	STREETS, SIDEWALKS & PARKING		6,000	1,863	4,000	6,000	-	0.0%
4001.0119	STREETLIGHTS - ELECTRIC	22,184	18,000	12,217	15,583	25,000	7,000	38.9%
4001.0120	HEAT & ELECTRICITY	2,657	3,000	2,587	3,800	5,000	2,000	66.7%
4001.0121	TELE COMMUNICATION	12,745	15,500	9,416	14,340	15,500	-	0.0%
4001.0122	UTILITY SERVICE ALLOWANCE	1,201	1,300	847	1,300	1,500	200	15.4%
4001.0123	BUILDING MAINTENANCE	1,326	1,500	1,408	1,800	1,500	-	0.0%
4001.0124	XMAS DECORATIONS & LIGHTS	3,657	3,000	1,720	1,900	2,550	(450)	-15.0%
4001.0125	INSURANCE	60,137	67,000	55,856	55,856	67,000	-	0.0%
4001.0126	BP PROPERTY MAINTENANCE		10,000	3,760	5,750	10,000	-	0.0%
4001.0127	BP - MARKETING	6,537	24,000	6,814	8,814	24,000	-	0.0%
4001.0128	PUBLICATIONS & MEMBERSHIP	3,676	3,500	2,488	3,000	3,500	-	0.0%
4001.0129	PLANNING & DEVELOPMENT	1,680	5,000	1,440	3,000	5,000	-	0.0%
4001.0130	TRASH-CONTRACT COLLECTION	72,983	72,200	49,720	74,354	75,570	3,370	4.7%
4001.0131	MEETINGS & TRAVEL & TRAIN	3,058	3,500	856	1,500	3,500	-	0.0%
4001.0132	TOWN AUDITOR	7,500	8,000	7,800	7,800	10,500	2,500	31.3%
4001.0133	TOWN ENGINEER	6,500	6,000	4,553	7,000	6,000	-	0.0%
4001.0134	GRANTS - FIRE DEPT.	8,000	8,000	8,000	8,000	8,000	-	0.0%
4001.0135	SIDEWALK PROJECT	488,598						
4001.0136	BP BOND PAYMENT-PRINCIPAL	400,234					-	
4001.0137	BP BOND PAYMENT-INTEREST	10,506					-	
4001.0138	DMV STOP PROGRAM		200		200	300	100	50.0%
4001.0139	ELECTION EXPENSES		2,000		-	500	(1,500)	-75.0%
Subtotal, Operations		1,251,710	437,514	255,432	366,765	444,674	7,160	1.6%
4001.0142	DONATION-MUSEUM	2,750	2,750	2,750	2,750	2,750	-	0.0%
4001.0143	DONATION-LIBRARY	1,750	1,750	1,750	1,750	1,750	-	0.0%
4001.0144	DONATION-FIRE DEPARTMENT	10,500	10,500	10,500	10,500	10,500	-	0.0%
4001.0145	DONATION-LIFE SAVING CREW	10,500	10,500	10,500	10,500	10,500	-	0.0%
4001.0146	DONATION-VILLAGE GARDEN CLUB	1,250	1,250	1,250	1,250	1,250	-	0.0%
4001.0147	DONATION-3YR-FIRE DEPT TRUCK	16,667	16,667	16,667	16,667	16,667	-	0.0%
4001.0148	DONATION - CVCC	25,000	-	2,701	-	-	-	
4001.0149	DONATION - CENTENNIAL CELEBRATION		10,000		7,400	3,000	(7,000)	-70.0%
Subtotal, Donations		68,417	53,417	46,118	50,817	46,417	(7,000)	-13.1%
Total		1,486,864	685,111	425,763	602,299	703,230	18,119	2.6%

		2009 Actual	2010 Budget	2010 YTD- 2/28/10	2010 Projected	2011 Proposed	\$ Change	% Change
General Fund: Police Expenses							Attachment B-2	
5000.0100	SALARIES & WAGES-FULL TIME	228,231	222,380	152,753	200,845	213,123	(9,256)	-4.2%
	SALARIES & WAGES-OTHER					9,256	9,256	
5000.0200	PR TAXES		17,016	11,235	13,613	17,016	-	0.0%
5000.0400	INSURANCE - HEALTH(GROUP)		25,884	18,647	23,909	27,948	2,064	8.0%
5000.0500	RETIREMENT		28,452	17,239	22,699	35,847	7,395	26.0%
5000.0510	LIFE INS.	71,054		1,336	1,031			
Subtotal, Personnel		299,285	293,732	201,211	262,096	303,191	9,459	3.2%
5000.0720	DEPRECIATION EXPENSE			67			-	
5000.0740	AMMUNITION		1,203	2,707	600	1,203	-	0.0%
5000.0750	ELECTRONICS MAINT.		7,150	706	7,150	7,150	-	0.0%
5000.0800	EQUIPMENT & SUPPLIES	3,036	2,740	39	2,740	2,740	-	0.0%
5000.0805	OTHER PUBLIC SAFETY	9,873	2,020		2,020	2,020	-	0.0%
5000.0810	AUX POLICE & UNIFORMS		900	761	500	900	-	0.0%
5000.0820	PROSECUTING ATTORNEY		1,655	384	1,655	1,688	33	2.0%
5000.0830	ATTORNEY FEES	2,428	1,300	2,635	1,300	1,300	-	0.0%
5000.1100	MEETINGS & TRAVEL & TRAIN	1,196	3,600	2,586	3,600	3,600	-	0.0%
5000.2000	MISCELLANEOUS	258	3,600	2,059	3,600	3,600	-	0.0%
5000.3200	UNIFORMS		3,425	5,108	3,800	4,000	575	16.8%
5000.3400	GASOLINE	8,880	12,825	5,859	6,568	12,825	-	0.0%
5000.3500	VEHICLE REPAIR/ELECTRONIC	4,434	5,800		6,500	6,500	700	12.1%
5000.3600	GRANT EXPENSES	4,186					-	
5000.3625	INVESTIGATION EXPENSES		500	2,640	500	500	-	0.0%
5000.3650	POLICE-MASONIC BLDG. RENT	3,852	3,900		3,900	3,900	-	0.0%
Subtotal, Operations		38,143	50,618	25,550	44,433	51,926	1,308	2.6%
Total		337,428	344,350	226,761	306,529	355,117	10,767	3.1%

		2009 Actual	2010 Budget	2010 YTD- 2/28/10	2010 Projected	2011 Proposed	\$ Change	% Change
General Fund: Public Utilities Expenses							Attachment B-3	
6000.0100	SALARIES & WAGES-FULL TIME	361,324	389,831	237,668	356,502	364,549	(25,282)	-6.5%
	SALARIES & WAGES-OTHER							
6000.0200	PR TAXES		29,830	17,367	26,050	27,895	(1,935)	-6.5%
6000.0400	INSURANCE - HEALTH (GROUP)		47,412	35,559	47,412	51,324	3,912	8.3%
6000.0500	RETIREMENT		45,009	28,163	45,009	56,708	11,699	26.0%
6000.0510	LIFE INSURANCE	116,921		2,050			-	
6000.0520	CAPITAL PROJECTS CONTRA	(90,522)		2,050			-	
Subtotal, Personnel		387,723	512,082	322,858	474,974	500,476	(11,606)	-2.3%
6000.0700	HEAT & ELECTRICITY (SHOP)	2,837	3,800	2,879	3,800	4,000	200	5.3%
6000.0730	SHOP-W/S/T		290	156	290	290	-	0.0%
6000.1000	BUILDING MAINT. SHOP	272	2,000	11	1,000	2,000	-	0.0%
6000.1200	TRAINING & EDUCATION	2,070	6,000	2,227	6,000	6,000	-	0.0%
6000.1300	SAFETY PROGRAMS		5,000	417	3,000	5,000	-	0.0%
6000.3200	UNIFORMS	1,975	4,500	2,539	4,000	4,500	-	0.0%
6000.3400	GASOLINE & MILEAGE	14,299	19,000	10,129	15,000	19,000	-	0.0%
	MISCELLANEOUS	914						
6000.4000	VEHICLE MAINTENANCE	1,022	4,240	2,268	4,240	4,240	-	0.0%
6000.4100	EQUIPMENT & MAINTENANCE	10,044	12,000	5,871	8,000	12,000	-	0.0%
Subtotal, Operations		33,433	56,830	26,496	45,330	57,030	200	0.4%
Total		421,156	568,912	349,353	520,304	557,506	(11,406)	-2.0%

		2009 Actual	2010 Budget	2010 YTD- 2/28/10	2010 Projected	2011 Proposed	\$ Change	% Change
Fund 20 WATER FUND								
Revenues								
3000.0000	MONTHLY BILLING	456,489	529,783	333,720	469,793	544,298	14,515	2.7%
3000.0001	WATER REVENUE-SBC	97,020	97,020	64,680	97,020	99,870	2,850	2.9%
3000.1000	DEBT SERVICE REVENUE	105,862	105,666	67,560	101,526	101,526	(4,140)	-3.9%
3010.0000	SPRINKLER LINE CHARGES	4,968	4,968	3,312	4,968	4,968	-	0.0%
3020.0000	PENALTIES	9,389	8,000	7,889	12,000	7,000	(1,000)	-12.5%
3025.0000	RECONNECT FEE	7,400	6,000	5,355	7,065	7,065	1,065	17.8%
3030.0001	MISC-WATER BY THE TRUCK LOAD-PERMIT		100	500	50	50	(50)	-50.0%
3040.0000	GRANT REVENUE			1,700		30,000	30,000	
3050.0000	REIMBURSEMENT-CONST & MTN	1,638	4,000		1,000	2,000	(2,000)	-50.0%
3060.0000	AVAILABILITY FEES	21,400					-	
Total		704,166	755,537	484,716	693,422	796,777	41,240	5.5%
Expenses								
4000.4500	ADMINISTRATION FEE	280,000	280,000	186,667	280,000	348,000	68,000	24.3%
4000.4700	WTP BOND - PRIN		48,931	32,290	48,931	51,179	2,248	4.6%
4000.4701	WTP BOND - INT		61,229	35,994	61,229	58,981	(2,248)	-3.7%
4000.4750	UH TANK BOND - PRIN		48,741	37,754	34,435	32,555	(16,186)	-33.2%
4000.4751	UH TANK BOND - INT	104,625	48,741	22,852	48,741	50,621	1,880	3.9%
4000.4800	DEPRECIATION	178,409	154,876	134,878	202,584	202,717	47,841	30.9%
	CIP CONTRIBUTION REDUCTION		(125,548)		(216,737)	(219,775)	(94,227)	75.1%
4000.5000	WATERSHED MANAGEMENT	18,920	19,500	14,445	19,260	20,000	500	2.6%
4000.5001	STUDY PROJECTS	39,250				30,000	30,000	
6010.4300	LINE MATERIALS	70,304	25,000	21,769	25,000	25,000	-	0.0%
6010.4400	PUMP STATION OPERATION - SBC	2,270	1,187	1,226	1,500	1,500	313	26.4%
6020.0710	ELECTRICITY	29,742	33,900	750	36,000	37,000	3,100	9.1%
6020.0730	WATER PLANT-W/S/T EXP	53,288	65,000	23,244	65,000	65,000	-	0.0%
6020.4900	PLANT MAINTENANCE	6,425	30,000	34,633	30,000	30,000	-	0.0%
6020.5000	CHEMICALS	34,305	34,980	28,790	34,980	35,000	20	0.1%
6020.5110	WATER SAMPLING	6,894	21,000	22,509	15,000	21,000	-	0.0%
6020.5200	LABORATORY	16,465	8,000	2,488	7,500	8,000	-	0.0%
6020.5210	LABORATORY EQUIPMENT			4,960			-	
Total		840,897	755,537	605,250	693,422	796,777	41,240	5.5%
Net Surplus (Deficit)		(136,731)	-	(120,533)	(0)	(0)		

		2009 Actual	2010 Budget	2010 YTD- 2/28/10	2010 Projected	2011 Proposed	\$ Change	% Change
Fund 30 SEWER FUND							Attachment C-2	
Revenues							-	
3000.0000	MONTHLY BILLING	467,634	559,023	344,177	521,951	616,724	57,701	10.3%
3100.0000	PENALTIES	6,391	4,000	3,863	5,800	6,000	2,000	50.0%
3180.0100	GRANT - USDA				-	15,000	15,000	
3200.0100	HAULED WASTE REVENUE						-	
3300.0000	REIMBURSEMENT-CONST & MTN	401	4,000	133	4,000	4,000	-	0.0%
3330.0000	REIMB-PRETREATMENT REVENUE	3,000	-					
3400.0000	SBC-RUT CR-OPERATION/LAND	35,200	35,000	19,865	50,250	36,000	1,000	2.9%
3420.0000	AVAILABILITY FEES							
	Total	512,626	602,023	368,037	582,001	677,724	75,701	12.6%
Expenses								
4000.4500	ADMINISTRATION FEE	280,000	280,000	186,667	280,000	312,000	32,000	11.4%
4000.4700	WWTP BOND - PRIN		36,772	24,175	36,769	38,315	84,465	229.7%
4000.4750	WWTP BOND - INT	124,320	122,780	82,193	122,783	121,237	(84,465)	-68.8%
4000.4800	DEPRECIATION	199,571	212,445	137,359	223,022	230,515	18,070	8.5%
4000.4850	REDUCED CIP CONTRIBUTION		(189,375)		(271,523)	(193,193)	(3,818)	2.0%
6010.4300	LINE MATERIALS	8,072	10,000	38,599	70,000	10,000	-	0.0%
6010.4400	PUMP STATIONS OPERATIONS	1,732	7,000	3,326	5,000	7,000	-	0.0%
	STUDY PROJECTS	24,425		575		22,500	22,500	
6020.0710	RUT CREEK-ELECTRICITY	43,226	36,951	30,463	45,000	45,000	8,049	21.8%
6020.0730	RUT. CR. - W/S/T EXP	801	10,000	552	1,200	5,000	(5,000)	-50.0%
6020.4100	RUT CREEK-PLANT MAINTENANCE	19,512	27,000	31,236	32,000	27,000	-	0.0%
6020.4200	RUT CREEK-MAJOR REPAIRS		8,000	873	3,000	8,000	-	0.0%
6020.5000	RUT CREEK-CHEMICALS	6,037	13,200	2,764	8,000	13,000	(200)	-1.5%
6020.5600	RUT CREEK-LAB	15,855	16,500	9,750	16,500	16,500	-	0.0%
6020.5625	PRETREATMENT EXPENSE		3,750	4,476	3,750	3,750	-	0.0%
6020.5650	LABORATORY EQUIPMENT	16,816	7,000	2,753	6,500	7,000	-	0.0%
6020.6000	RUT CREEK - PLANT MAINTEN						-	
6020.7000	RUT CREEK-PERMIT RENEWAL					4,100	4,100	
	Total	740,367	602,023	555,759	582,001	677,724	75,701	12.6%
Net Surplus (Deficit)		(227,741)	-	(187,722)	-	-		

Town of Amherst General Fund Capital Improvement Plan

ATTACHMENT D-1

FY 2011 - FY 2015

		FY10	FY11	FY12	FY13	FY14	FY15 + Beyond
SOURCES OF FUNDS:							
G-CIP-REV 1100	Prior year's total cash balance	2,292,284	2,346,888	2,281,415	2,285,942	2,290,469	2,268,996
G-CIP-REV 1200	Anticipated current year's surplus	144,363					
G-CIP-REV 1300	S. Main Enhancement Grant	496,144					
G-CIP-REV 1400	General Fund Depreciation	64,318	54,527	54,527	54,527	54,527	54,527
	TOTAL SOURCES	2,997,109	2,401,415	2,335,942	2,340,469	2,344,996	2,323,523
USES OF FUNDS:							
Administration							
G-CIP-AD 2100	Town Hall Fund						400,000
G-CIP-AD 2200	IDA/Brockman Park Improvements		50,000				
G-CIP-AD 2400	S. Main Streetscape Project	620,180					
G-CIP-AD 2500	Telephone Replacement	6,158					
G-CIP-AD 2600	Town Hall Computers		20,000				
	Administration Subtotal	626,338	70,000	0	0	0	400,000
Public Safety							
G-CIP-PS 3100	2008 Ford Crown Victoria				28,000		
G-CIP-PS 3200	2010 Ford Crown Victoria					28,000	
G-CIP-PS 3300	2010 Chevrolet Impala	23,883					28,000
G-CIP-PS 3400	2005 Ford Sedan		28,000				
G-CIP-PS 3500	2007 Ford Explorer SUV			28,000			
	Public Safety Subtotal	23,883	28,000	28,000	28,000	28,000	28,000
Utilities							
G-CIP-UT 3600	Construction-Komatsu WB140						60,000
G-CIP-UT 3700	2004 Hudson trailer						15,000
G-CIP-UT 3800	2003 GMC flatbed dump truck						50,000
G-CIP-UT 3900	2008 Dodge Pickup					26,000	
G-CIP-UT 4000	2000 GMC 4WD pickup		22,000				
G-CIP-UT 4100	2000 Ford Ext Cap pickup			22,000			
G-CIP-UT 4200	2004 Chevrolet pickup				22,000		
G-CIP-UT 4300	2007 Ford F150 pickup					22,000	
	Utilities Subtotal	0	22,000	22,000	22,000	48,000	125,000
G-CIP-C/O 9999	Carryover to Next FY	2,346,888	2,281,415	2,285,942	2,290,469	2,268,996	1,770,523
	TOTAL USES	2,997,109	2,401,415	2,335,942	2,340,469	2,344,996	2,323,523
	Balance	0	0	0	0	0	0

Note: Many figures on this page were not generated from detailed estimates, so the information hereon should be used for general planning purposes only.

Town of Amherst Water Fund Capital Improvement Plan

ATTACHMENT D-2

FY 2011 - FY 2015

		FY10	FY11	FY12	FY13	FY14	FY15+Beyond
SOURCES OF FUNDS:							
W-CIP-REV 1100	Prior year's total cash balance	(518,712)	(532,865)	(579,923)	(526,981)	(526,981)	(374,039)
W-CIP-REV 1200	Water Fund Depreciation	202,584	202,717	202,717	202,717	202,717	202,717
W-CIP-REV 1300	Water Fund CIP Contribution (Use)	(216,737)	(219,775)	(119,775)	(19,775)	80,225	180,225
	TOTAL SOURCES	(532,865)	(549,923)	(496,981)	(344,039)	(244,039)	8,903
USES OF FUNDS:							
W-CIP-PROJ 2100	Engineering - Water		30,000	30,000	30,000	30,000	30,000
W-CIP-PROJ 2500	Main Line Replacement						
W-CIP-C/O 9999	Carryover to Next FY	(532,865)	(579,923)	(526,981)	(374,039)	(274,039)	(21,097)
	TOTAL USES	(532,865)	(549,923)	(496,981)	(344,039)	(244,039)	8,903
	Balance	0	0	0	0	0	0

**Note: The Water Fund CIP is scheduled for updating in FY2011.
Assume rate revenue will grow faster than expenses by \$100,000/yr after FY11.**

A grant has been requested for the following project and the outcome of that application will significantly alter this CIP.

	<u>Sources</u>	<u>Uses</u>	<u>Net</u>
VDH Water and Energy Conservation Project	696,155	696,155	0

Town of Amherst Sewer Fund Capital Improvement Plan

ATTACHMENT D-3

FY 2011 - FY 2015

		FY10	FY11	FY12	FY13	FY14	FY15 + Beyond
<u>SOURCES OF FUNDS:</u>							
S-CIP-REV 1100	Prior year's total cash balance	276,603	(27,486)	(20,164)	87,158	294,480	601,802
S-CIP-REV 1200	Sewer Fund Depreciation	223,022	230,515	230,515	230,515	230,515	230,515
S-CIP-REV 1300	Sewer Fund CIP Contribution (Use)	(189,375)	(193,193)	(93,193)	6,807	106,807	206,807
	TOTAL SOURCES	310,250	9,836	117,158	324,480	631,802	1,039,124
<u>USES OF FUNDS:</u>							
S-CIP-PROJ 2100	Engineering - Sewer		30,000	30,000	30,000	30,000	30,001
S-CIP-PROJ 2300	Main Line Replacement	337,736					
S-CIP-C/O 9999	Carryover to Next FY	(27,486)	(20,164)	87,158	294,480	601,802	1,009,123
	TOTAL USES	310,250	9,836	117,158	324,480	631,802	1,039,124
	Balance	0	0	0	0	0	0

**Note: The Sewer Fund CIP is scheduled for updating in FY2011.
Assume rate revenue will grow faster than expenses by \$100,000/yr after FY11.**

A project that could result in a significant construction project involving the replacement of many old sewer lines is being developed and, if approved, will significantly alter this CIP.

Town of Amherst Pay Plan

July 1, 2010-June 30, 2011

Lowest Wage \$ 6.55 per hour

Step Increase

2.00%

Attachment E

Hours/yr 2,080

Grade Increase

6.00%

Grade	Step														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	13,617	13,890	14,168	14,451	14,740	15,035	15,335	15,642	15,955	16,274	16,599	16,931	17,270	17,616	Annually
	6.55	6.68	6.81	6.95	7.09	7.23	7.37	7.52	7.67	7.82	7.98	8.14	8.30	8.47	Hourly
2	14,434	14,723	15,018	15,318	15,624	15,937	16,255	16,581	16,912	17,250	17,595	17,947	18,306	18,672	Annually
	6.94	7.08	7.22	7.36	7.51	7.66	7.82	7.97	8.13	8.29	8.46	8.63	8.80	8.98	Hourly
3	15,300	15,606	15,919	16,237	16,562	16,893	17,231	17,575	17,927	18,285	18,651	19,024	19,405	19,793	Annually
	7.36	7.50	7.65	7.81	7.96	8.12	8.28	8.45	8.62	8.79	8.97	9.15	9.33	9.52	Hourly
4	16,219	16,543	16,874	17,211	17,555	17,907	18,265	18,630	19,003	19,383	19,770	20,166	20,569	20,980	Annually
	7.80	7.95	8.11	8.27	8.44	8.61	8.78	8.96	9.14	9.32	9.50	9.70	9.89	10.09	Hourly
5	17,192	17,535	17,886	18,244	18,609	18,981	19,361	19,748	20,143	20,546	20,956	21,376	21,803	22,239	Annually
	8.27	8.43	8.60	8.77	8.95	9.13	9.31	9.49	9.68	9.88	10.08	10.28	10.48	10.69	Hourly
6	18,223	18,588	18,959	19,339	19,725	20,120	20,522	20,933	21,351	21,778	22,214	22,658	23,111	23,574	Annually
	8.76	8.94	9.12	9.30	9.48	9.67	9.87	10.06	10.27	10.47	10.68	10.89	11.11	11.33	Hourly
7	19,316	19,703	20,097	20,499	20,909	21,327	21,754	22,189	22,632	23,085	23,547	24,018	24,498	24,988	Annually
	9.29	9.47	9.66	9.86	10.05	10.25	10.46	10.67	10.88	11.10	11.32	11.55	11.78	12.01	Hourly
8	20,475	20,885	21,303	21,729	22,163	22,607	23,059	23,520	23,990	24,470	24,959	25,459	25,968	26,487	Annually
	9.84	10.04	10.24	10.45	10.66	10.87	11.09	11.31	11.53	11.76	12.00	12.24	12.48	12.73	Hourly
9	21,704	22,138	22,581	23,032	23,493	23,963	24,442	24,931	25,430	25,938	26,457	26,986	27,526	28,076	Annually
	10.43	10.64	10.86	11.07	11.29	11.52	11.75	11.99	12.23	12.47	12.72	12.97	13.23	13.50	Hourly
10	23,006	23,466	23,936	24,414	24,903	25,401	25,909	26,427	26,955	27,495	28,044	28,605	29,177	29,761	Annually
	11.06	11.28	11.51	11.74	11.97	12.21	12.46	12.71	12.96	13.22	13.48	13.75	14.03	14.31	Hourly
11	24,387	24,874	25,372	25,879	26,397	26,925	27,463	28,013	28,573	29,144	29,727	30,322	30,928	31,547	Annually
	11.72	11.96	12.20	12.44	12.69	12.94	13.20	13.47	13.74	14.01	14.29	14.58	14.87	15.17	Hourly
12	25,850	26,367	26,894	27,432	27,981	28,540	29,111	29,693	30,287	30,893	31,511	32,141	32,784	33,440	Annually
	12.43	12.68	12.93	13.19	13.45	13.72	14.00	14.28	14.56	14.85	15.15	15.45	15.76	16.08	Hourly
13	27,401	27,949	28,508	29,078	29,660	30,253	30,858	31,475	32,104	32,747	33,401	34,069	34,751	35,446	Annually
	13.17	13.44	13.71	13.98	14.26	14.54	14.84	15.13	15.43	15.74	16.06	16.38	16.71	17.04	Hourly
14	29,045	29,626	30,218	30,823	31,439	32,068	32,709	33,363	34,031	34,711	35,406	36,114	36,836	37,573	Annually
	13.96	14.24	14.53	14.82	15.11	15.42	15.73	16.04	16.36	16.69	17.02	17.36	17.71	18.06	Hourly
15	30,788	31,403	32,031	32,672	33,325	33,992	34,672	35,365	36,073	36,794	37,530	38,280	39,046	39,827	Annually
	14.80	15.10	15.40	15.71	16.02	16.34	16.67	17.00	17.34	17.69	18.04	18.40	18.77	19.15	Hourly
16	32,635	33,288	33,953	34,632	35,325	36,031	36,752	37,487	38,237	39,002	39,782	40,577	41,389	42,217	Annually
	15.69	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.13	19.51	19.90	20.30	Hourly
17	34,593	35,285	35,990	36,710	37,444	38,193	38,957	39,736	40,531	41,342	42,169	43,012	43,872	44,750	Annually
	16.63	16.96	17.30	17.65	18.00	18.36	18.73	19.10	19.49	19.88	20.27	20.68	21.09	21.51	Hourly
18	36,668	37,402	38,150	38,913	39,691	40,485	41,295	42,121	42,963	43,822	44,699	45,593	46,504	47,435	Annually
	17.63	17.98	18.34	18.71	19.08	19.46	19.85	20.25	20.66	21.07	21.49	21.92	22.36	22.81	Hourly
19	38,869	39,646	40,439	41,248	42,073	42,914	43,772	44,648	45,541	46,452	47,381	48,328	49,295	50,281	Annually
	18.69	19.06	19.44	19.83	20.23	20.63	21.04	21.47	21.89	22.33	22.78	23.23	23.70	24.17	Hourly
20	41,201	42,025	42,865	43,723	44,597	45,489	46,399	47,327	48,273	49,239	50,223	51,228	52,252	53,297	Annually
	19.81	20.20	20.61	21.02	21.44	21.87	22.31	22.75	23.21	23.67	24.15	24.63	25.12	25.62	Hourly
21	43,673	44,546	45,437	46,346	47,273	48,218	49,183	50,166	51,170	52,193	53,237	54,302	55,388	56,495	Annually
	21.00	21.42	21.84	22.28	22.73	23.18	23.65	24.12	24.60	25.09	25.59	26.11	26.63	27.16	Hourly
22	46,293	47,219	48,163	49,127	50,109	51,111	52,134	53,176	54,240	55,325	56,431	57,560	58,711	59,885	Annually
	22.26	22.70	23.16	23.62	24.09	24.57	25.06	25.57	26.08	26.60	27.13	27.67	28.23	28.79	Hourly
23	49,071	50,052	51,053	52,074	53,116	54,178	55,262	56,367	57,494	58,644	59,817	61,013	62,233	63,478	Annually
	23.59	24.06	24.54	25.04	25.54	26.05	26.57	27.10	27.64	28.19	28.76	29.33	29.92	30.52	Hourly
24	52,015	53,055	54,116	55,199	56,303	57,429	58,577	59,749	60,944	62,163	63,406	64,674	65,968	67,287	Annually
	25.01	25.51	26.02	26.54	27.07	27.61	28.16	28.73	29.30	29.89	30.48	31.09	31.72	32.36	Hourly
25	55,136	56,239	57,363	58,511	59,681	60,874	62,092	63,334	64,600	65,892	67,210	68,554	69,926	71,324	Annually
	26.51	27.04	27.58	28.13	28.69	29.27	29.85	30.45	31.06	31.68	32.31	32.96	33.62	34.29	Hourly
26	58,444	59,613	60,805	62,021	63,262	64,527	65,817	67,134	68,476	69,846	71,243	72,668	74,121	75,604	Annually
	28.10	28.66	29.23	29.82	30.41	31.02	31.64	32.28	32.92	33.58	34.25	34.94	35.64	36.35	Hourly
27	61,951	63,190	64,453	65,742	67,057	68,398	69,766	71,162	72,585	74,037	75,517	77,028	78,568	80,140	Annually
	29.78	30.38	30.99	31.61	32.24	32.88	33.54	34.21	34.90	35.59	36.31	37.03	37.77	38.53	Hourly
28	65,668	66,981	68,321	69,687	71,081	72,502	73,952	75,431	76,940	78,479	80,048	81,649	83,282	84,948	Annually
	31.57	32.20	32.85	33.50	34.17	34.86	35.55	36.27	36.99	37.73	38.48	39.25	40.04	40.84	Hourly
29	69,608	71,000	72,420	73,868	75,346	76,853	78,390	79,957	81,557	83,188	84,851	86,548	88,279	90,045	Annually
	33.47	34.13	34.82	35.51	36.22	36.95	37.69	38.44	39.21	39.99	40.79	41.61	42.44	43.29	Hourly
30	73,784	75,260	76,765	78,300	79,866	81,464	83,093	84,755	86,450	88,179	89,942	91,741	93,576	95,448	Annually
	35.47	36.18	36.91	37.64	38.40	39.17	39.95	40.75	41.56	42.39	43.24	44.11	44.99	45.89	Hourly
STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	

This merit plan is intended to apply to employees who have been working for the Town of Amherst on a full-time basis for at least 6 months. Merit raises are assigned by the Town Council after recommendation from the employee's supervisor.

**TOWN OF AMHERST
SCHEDULE OF LOCAL LEVY
JULY 1, 2010**

The following are tax levies for the fiscal year beginning July 1, 2010. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

1. On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.036.
2. On the \$100.00 of assessed value of machinery and tools used in manufacturing or mining business including property specifically classified by Section 58.1-3506A.6 of the Tax Code of Virginia, the rate shall be \$0.35. This tax rate shall also be applicable to real and tangible personal property of public service corporations, based upon the assessments generated annually by the State Corporation Commission, and duly certified.
3. On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.35 less the amount allowed for by the implementation of the Personal Property Tax Relief Act.

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Amherst commencing January 1, 2011, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of up to \$20,000 will be eligible for 56% tax relief;
- Personal use vehicles with assessed value of \$20,001 or more shall receive only 56% tax relief on the first \$20,000 in assessed value;
- All other vehicles which do not meet the definition of "qualifying" (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed "non-qualifying" for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

**TOWN OF AMHERST
SCHEDULE OF UTILITY RATES AND CHARGES
JULY 1, 2010**

MONTHLY RATE**WATER**

<u>Rate Component</u>	<u>Residential Base Charge</u>	<u>Debt Repayment Charge</u>	<u>Use Charge</u>
July 1, 2010-June 30, 2011	\$6.00	\$4.00	\$3.50
July 1, 2011-June 30, 2012	\$6.00	\$4.00	\$4.00
July 1, 2012-June 30, 2013	\$7.00	\$4.00	\$4.50

(Residential Base Charges are assessed monthly. The Debt Repayment Charge shall be assessed on each water account until the 1995 FmHA water system improvement bonds have been defeased. The Use Charge is applied to 1,000 gallons as measured at the water meter.)

SEWER

<u>Rate Component</u>	<u>Residential Base Charge</u>	<u>Use Charge</u>
July 1, 2010-June 30, 2011	\$18.00	\$3.00
July 1, 2011-June 30, 2011	\$20.00	\$3.00
July 1, 2012-June 30, 2013	\$20.00	\$4.00

(Residential Base Charges are assessed monthly. The Use Charge is applied to 1,000 gallons as measured at the water meter.)

HAULED WASTE

Use Charge/1,000 gallons	\$55.00
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OTHER WATER AND SEWER

Base charges and debt repayment charges for non-residential water and sewer users will be computed by dividing metered use by 3,000 gallons and then multiplying by the residential charge. This applies to all nonresidential users except for churches that shall be assessed on the same basis as residences. One residential charge shall be assessed for each residential unit.

GARBAGE

Residential Base Charge (Assessed to all curbside users)	\$ 5.50/month
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SURCHARGES

The total of the base charge and the use charge will be increased by a factor of 2 for all out of town users.

SPRINKLERS

4" Line	\$17.00/month
6" Line	\$28.00/month
8" Line	\$39.00/month
10" Line	\$50.00/month

(See policy of 2/10/94)

Town of Amherst Utility Rate and Fee Policy

With amendments Proposed March 30, 2010

Initiation or Termination of Service:

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are charged a \$25.00 account set-up fee at the time the account is opened and are required to show proper identification. All requests are to be in writing on a form available at the Town Hall.

Service Charges:

All active customers shall be charged a Residential Debt Repayment Charge and a Residential Base Charge each month. Customers are charged for water and sewer usage based upon metered water usage.

Water:

<u>Rate Component</u>	<u>Residential Base Charge</u>	<u>Debt Repayment Charge</u>	<u>Use Charge</u>
Water:			
July 1, 2010-June 30, 2011	\$6.00	\$4.00	\$3.50
July 1, 2011-June 30, 2012	\$6.00	\$4.00	\$4.00
July 1, 2012-June 30, 2013	\$7.00	\$4.00	\$4.50
Sewer:			
July 1, 2010-June 30, 2011	\$18.00		\$3.00
July 1, 2011-June 30, 2012	\$20.00		\$3.00
July 1, 2012-June 30, 2013	\$20.00		\$4.00
Curbside Refuse Collection:			
July 1, 2010-June 30, 2011	\$5.50	assessed to all customers connected to Town water except those who have dumpster service	

Nonresidential and Out of Town Water and Sewer Charges:

Base charges and debt repayment charges for non-residential water and sewer users will be computed by dividing metered use by 3,000 gallons and then multiplying by the residential charge. This applies to all non residential users except for churches that shall be assessed on the same basis as residences. One residential charge shall be assessed for each residential unit. The total of the base charge and the use charge will be increased by a factor of 2 for all out of town users. Fire sprinkler fees are as follows:

4" Line	\$17.00/Month
6" Line	\$28.00/Month
8" Line	\$39.00/Month
10" Line	\$50.00/Month

Charges for Water Not Discharged to Sewer:

The Town charges for sewer based on 100% return of the water to the sewer system for those Town water customers that are connected to the Town of Amherst wastewater collection and system. However, any customer may request that the Town install a separate "irrigation" meter for water that does not return to the sewer system – i.e. for lawn sprinkling or irrigation. For the purposes of billing, the irrigation meter shall be considered a separate account. Separate application and connection fees are required to be paid, and once activated the water-only (no sewer or refuse collection fees apply) will be billed separately. All irrigation systems must meet the provisions of the Cross Connection Control Ordinance (§17-14 of the Town Code).

Billing:

Water meters are read every month and bills are calculated based upon the consumption recorded. All customers are billed every month. Bills are assigned a billing date which is normally the last day of the month during which the meter is read and then mailed to the customer. The due date is the 20th of the following month. **Property owners are held responsible for utility bills against their properties.**

Adjustments for Leaks:

A property owner is responsible for paying for 100% of the water that has passed through the Town's water meter along with the associated sewer charges. However, in good-faith situations involving water that has leaked from the customer's

plumbing, and upon confirmation by the owner that the leak is repaired so that it will not recur, the Office Manager is authorized to give a 50% credit for the excess water and sewer for no more than two prior billing cycles plus the current billing cycle. "Repaired" is defined as physical repairs to the owner's plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

Late Payment Charges and Procedures:

The Town will assess a late charge of 10% on all accounts when the payment is not received by the due date. If the bill is not paid by the last day of the month in which the bill is due a disconnect notice will be mailed to give the customer 10 days notice before the meter will be disconnected.

Reconnection Fees and Restoration of Service:

If a customer has not paid the outstanding balance on an account by the disconnection date or otherwise made arrangements satisfactory to the Office Manager to have the balance paid, the water service will be terminated. Before any service is restored, the outstanding balance due, all late charges, and a \$45.00 reconnection fee must be physically received by the Office Manager at 186 South Main Street in the Town of Amherst. Service shall be automatically disconnected when a check to pay to prevent service from being disconnected or to reconnect a service is returned. A reconnection fee shall be collected if a town employee has been dispatched to disconnect the service, and funds will not be accepted from customers at the service location. The \$45.00 reconnection fee will also be charged where a customer, or any entity other than the Town, has obtained water and/or sewer service prior to all applicable fees and/or charges being paid to obtain service and/or has installed a meter or other apparatus in a meter setting to gain access to public water/sewer.

In recognition that circumstances beyond the control of the customer or the Town of Amherst may contribute to late payments, a once per lifetime per customer exception to the penalty and reconnect fee may be granted for good reason at the Office Manager's sole discretion.

Returned Check Fee:

There will be a \$25.00 charge assessed for each check returned for any reason. If a bank should charge the Town of Amherst more than this rate then the amount assessed will be the actual amount charged to the Town of Amherst by the bank.

Fire Hydrant Use:

Water may not be obtained from the Town of Amherst hydrants except by the Amherst Volunteer Fire Department or other approved firefighting agency. The Office Manager (434/946-7885) should be contacted for the application form for a permit to haul water from the Town of Amherst water plant.

Cross Connections:

As required by the Virginia Department of Health, where a high potential exists for contamination of the Town's municipal water system, a backflow prevention device approved by the Town of Amherst must be installed. This includes irrigation systems. Where required, the owner of the backflow prevention device must have annual tests performed to certify that the device is working correctly. Failure to install and operate such devices and/or provide certification or the test results to the Town of Amherst may result in the interruption of water service. (Reference §17-14 of the Town Code)

Sewer Connections and Discharges:

Connections to and discharges into the Town's sewer system must conform to local, state and federal sewage pretreatment regulations. This includes the installation of grease traps for restaurants and grit traps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (Reference §17-15 of the Town Code)

Availability and Connection Fees:

Refer to Chapter 17 of the Town Code for rules that apply to new utility connections.

Maintenance of Policy and Implementation

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration.